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**Subject: Nutrition Services Plan**

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Effective Date: October 1, 2004

Revised from:

**Policy:** Agencies shall develop an annual *Nutrition Services Plan* that is consistent with the State's nutrition goals and objectives. The annual plan shall adhere to State guidance and be submitted by November 1 of each year. The licensed dietitian and local Nutrition Services Coordinator (if not the same person) coordinate the development of the plan with input from **all** WIC staff (including clerks and Health Department Administrators). The Agency shall share appropriate components of their plans with their partners, including other public and private organizations.

**Reference:** CFR §246.11, WIC Nutrition Services Standard 5

**Procedure:**

1. The *Nutrition Services Plan Guidance* is provided by the State Agency to Local Agencies in April of each year. (See Appendix 2 for the current guidance materials)
2. The Agency will submit its plan to its assigned State Nutritionist by November 1 each year. The State Nutritionist will notify each local agency of the approval of its plan. If the plan is incomplete or not approved, the Nutritionist will notify the local agency of the revisions required before giving final approval.
3. The plan will include:

A review of the previous year's nutrition action plans;

A review of nutrition education efforts planned for the coming year;

A staff training plan; and

Nutrition Action Plans including goals and objectives based upon a needs assessment.

The Nutrition Services Plan may include other sections related to nutrition education standards.